



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

February 4, 2020

TO: ALL OFFERORS

FROM: NECIA BECK
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.:
GSS20811A-PRINT_SVC, Printing Services

ADDENDUM # 1

The purpose of this addendum is to identify any changes made in the solicitation, and to answer the questions asked during the question and answer period.

The following correction has been made to **Item 8. CONTRACT PERIOD:**

Each Vendor's contract shall be valid for two (2) year period from **May 1, 2020 through April 30, 2022.**

Each contract may be renewed for **three (3)** one (1) year periods.

The following language has been added to **Item 13. INVOICING** of **SECTION B. GENERAL PROVISIONS:**

State agencies expect printers to deliver the quantity ordered, and if the delivery is short, the printer will reprint enough to cover the shortage at no additional cost. In addition, state agencies will not pay for overages.

Various changes were made to the pricing forms (Appendix B). Vendors responding to this solicitation must submit pricing using the revised template.

Information regarding the current contract is available online at:

http://contracts.delaware.gov/contracts_detail.asp?i=4763

Questions and Answers

1. The bid looks the same as the last one; can you tell me what the difference is?

Aside from the formatting, date and contract number changes, the following changes were made:

- Insurance language was updated, pp. 25 – 26
- Remedies p. 34
- Additional paragraph added to a. Performance, p. 38
- Office of Supplier Diversity and Division of Small Business information updated, p. 54

- Vendors are only required to submit **one** sample for each category they are bidding on; Business Card and Envelope language removed. Attachment 13, p. 58
- Title change to Appendix A; removed language excusing previously accepted samples from submitting new samples – **all bidders must submit a sample for each category they are bidding on**, p.60

2. Should the Quantity – 15 manuals be removed?

Yes. A revised Appendix B is posted along with these questions and answers.

3. Do you anticipate extending the due date?

No.

4. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

The evaluation criteria are included in the RFP.

5. Was this bid posted to the nationwide free bid notification website at

www.mygovwatch.com?

No.

6. Other than your own website, where was this bid posted?

N/A

7. Do you have a vector file showing the size and location of the wrap/decals/reflectives?

No

8. I see that the RFP says subcontractors can be used but I wanted to contact you to see if you think our business model would be a good fit for your needs.

We do allow sub-contractors; however, we do not enter into contracts with them. We contract with the primary vendor and they have the relationship with the sub-contractor.

9. Would you please confirm - with thermal printing in full color: (2nd task / CD section Duplicate and print full color CDs. Original CD or files provided. CDs to be packaged w/paper sleeve and wrapped in sets of 25.

Quote per the stated specifications.

10. Would you please confirm the following (Category 2):

How many pages and tabs in Session 1:

How many pages and tabs in Session 2:

How many pages and tabs in Session 3:

The specifications request 17 section tabs and 648 pages (324 leaves). Assume an even division of the pages among the sections.

Cover is 4/4 with or without bleed?

The specifications do not specify a bleed, so please quote without bleed.

Tabs will be printed in black or tabs are non-printed?

The specifications indicate tabs are 1/0 black.

Text is all black? Please confirm if they will be 2 sided?

The specifications indicate 4/4, so they will be four color, two sided.

Would you like to add a side sleeve to the manual?

The specifications request a binder with a clear outside pocket but do not request a spine sleeve, so please quote without it.

11. Can you please explain "represents **lb** of cars" (Category 18)?

That character should indicate "#" as in number of cars. A revised Appendix B is posted with these questions and answers.

12. Would you please confirm - with thermal printing in full color: (2nd task / CD section – Category 1)

Please quote as per the specifications listed.

13. Do you have a vector file showing the size and location of the wrap/decals/Reflectives?
Do you have a picture of each of the vehicles, showing all the sides?

There are different decals and locations on various vehicles. Examples of the decal placement are available at <https://dsp.delaware.gov>.

Attachments:

Appendix B – Pricing sheet (revised)

All other terms and conditions remain the same.

S:\ Addendum 1 to RFP



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